

DD/ST# 237-70

MEMORANDUM FOR: Each Member and Advisor of the Agency Contract Review Board

SUBJECT : Scope Definition

1. On 29 November 1969, a routine Agency Contract Review Board (ACRB) recommendation was approved. This recommendation included a suggestion that caution be exercised in the wording used in scope descriptions placed on Form 2420, Request to Procurement Division for Services. The Board felt also that ACRB dockets should contain equally cautious work descriptions.

2. I agree in general with the thrust of the suggestion, but would offer the following comments:

a. The work descriptions used on the Form 2420 are originated within the Directorate. Likewise, the case presentations from the Directorate contracting officers are Directorate-oriented. From these come the ACRB docket descriptions. These descriptions are, of course, subject to further comment by the individual Board members but should be basically acceptable in light of their origin.

b. It is my opinion, on the other hand, that the scope descriptions outlined in the ACRB dockets are detailed and understandable to the non-technical layman thus enabling the docket to stand alone. It is suggested, therefore, that the scope delineation must have enough depth to meet these requirements.

3. It seems to me, after having read hundreds of scope definitions, that they collectively appear to meet a proper balance of stating the objectives of the contracts for management consideration and simultaneously do justice to acceptable standards of operational security.

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